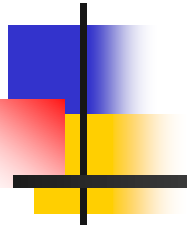


Office of Grants Management

Tony Hardy, Director



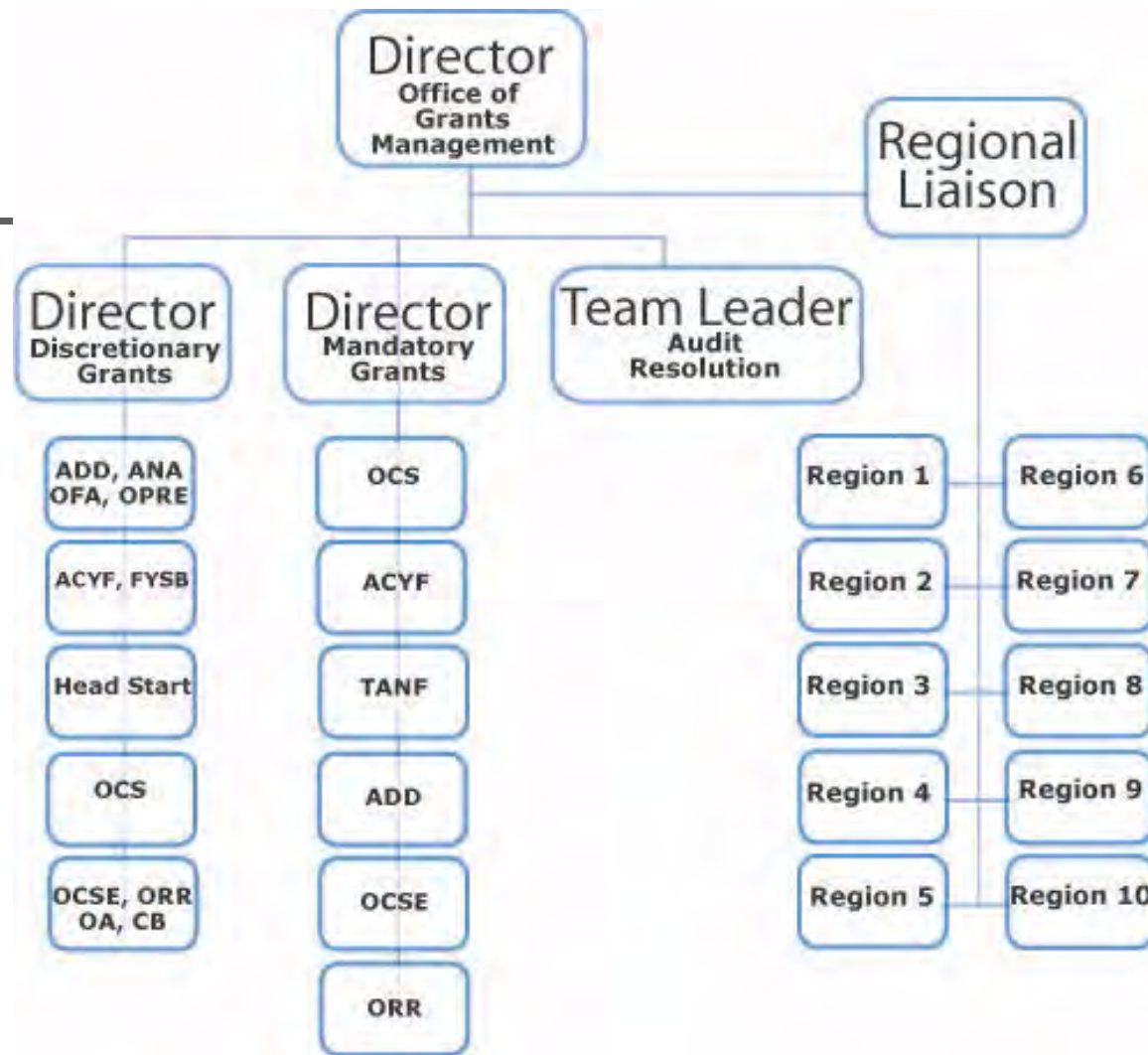
Daphne J. Weeden, Director
Division of Discretionary Grants

Robin Bunch, Grants Management
Officer



Topics

- 1. OGM Organizational Structure**
- 2. Office of Grants Management/Role and Responsibilities**
- 3. Key Regulations and Administrative References**
- 4. Reporting Requirements**
- 5. Useful Resources**
- 6. Grants Management Contacts**



Organizational chart for Office of Grants Management which shows the Directors and their direct reports, Team Leader and the Regional Liaison and the 10 Regions



Office of Grants Management

- **Serves as the principal office within ACF for ensuring that the business aspects of discretionary and mandatory grants administration are carried out and monitors programs and grantee performance in these areas.**
- **Negotiates and issues all ACF mandatory awards and discretionary grants and cooperative agreements. Performs cost analysis and negotiates any required special terms and conditions.**
- **Complements technical knowledge of the program office with expertise in the business and other non-programmatic areas of grants administration.**



Office of Grants Management [cont.]

- **Monitors and guarantees the integrity of the competitive process. Reviews and comments on draft Funding Opportunity Announcements (FOAs).**
- **Serves as the official receipt point for all official communications and contacts with grantees which commit or may result in committing the grant budget, or changing terms and conditions of the grant (that could impact the scope or objectives of the grant) rebudgeting or for specific types of cost.**



Office of Grants Management [cont.]

- **Serves as the receipt point for all required reports from the grantees.**
- **Assures that both program office and grantees fulfill all requirements of laws, regulations and policies.**
- **Information regarding the Appointment of GMOs and Project Officers and responsibilities is outlined in Awarding Agency Grants Administration Manual (AAGAM) Chapter 1.04.104.**



Grant Award Package



- Notice of Award (NOA)
- Transmittal Letter
- Standard Terms and Conditions
- Reporting Requirements
- Federal Financial Report Form (SF 425)
- Instructions for Requesting Payment of Federal Awards



Notice of Award (NOA)

- **Awarding Office:** Children's Bureau
- **Assistance Type:** Discretionary Grant
- **Award No.:** 90CO0001
- **Type of Award:** Service
- **Type of Action:** New
- **Recipient Organization:** Name and address of organization
- **Program Title:** Ethnic Community organizations



Notice of Award (NOA) [Cont.]

- County and Congressional District of organization
- Principal Investigator
- Approved Budget of Federal Funds
- Award Computation
- Reflects Federal and Non-Federal Totals and percentages
- Amount Awarded This Action \$ _____
- Grantee Employer Identification Number (EIN) and Dunn and Bradstreet Number (DUNS)



Notice of Award (NOA) [Cont.]

- Financial information
- Remarks
- Signature of Grants Management Officer
- Signature of Program Official and Funds Certifier



Standard Terms and Conditions

- All recipients of ACF discretionary grants and cooperative agreements are legally bound by the standard terms and conditions found in the HHS Grants Policy Statement.
- Based on Statutes, Regulations and Policies.

Monitoring and reporting program performance

- (a) Recipients are responsible for managing each project, program and subaward supported by the award. Also ensure subawards meet the audit requirements as outlined in 45CFR74.26.
- (b) The awarding agency will prescribe the frequency with which the performance reports shall be submitted.

Reporting Requirements - Semi Annual

Federal Financial Report (SF-425)

Program Progress Report (PPR)





Reporting Requirements

Federal Financial Reports (SF-425's) are due on the same reporting due dates for the Payment Management System.

- The **Federal Grant Award number** should be indicated on all reports.
- Upload Program Progress and Federal Financial Reports (SF-425) to **GrantSolutions within thirty (30) days of the end of the three (3) month (quarterly) or six (6) month (semi-annual) reporting period.**
- A **final SF-425 is due 90 days after the end of the project period.** The final federal financial report and the Payment Management System (PMS) expenditures report for the reporting period must reconcile. For the report to be considered final, all unliquidated obligations must have been paid and \$-0- entered on line 10(k) of the final Federal Financial Report.



SF-428 and SF-429

- SF-428 (Tangible Personnel Property) and SF-429 (Real Property – Land & Buildings) are to be submitted annually
- If these reports are not applicable to your project, submission is not required
- These forms can be found at <http://www.acf.hhs.gov/grants-forms>



Key Federal References

- Title 45 Code of Federal Regulations (CFR)
Parts 74 and 92
- Title 2 Code of Federal Regulations Parts
220, 225, and 230
- Office of Management and Budget (OMB)
Circulars



Title 45 Code of Federal Regulations Part 74

Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations and Commercial Organizations; and Certain Grants and Agreements with States, Local Governments and Indian Tribal Governments.



Title 45 Code of Federal Regulations Part 74

- **Subpart A – General**
 - Purpose and applicability
 - Definitions
 - Deviations
 - Subawards
- **Subpart B – Pre-Award Requirements**
- **Subpart C – Post Award Requirements**
 - Financial and Program Management
 - Property Standards
 - Procurement Standards
 - Report and Records
 - Termination and Enforcement
- **Subpart D - After the Award Requirements**
 - Closeout Procedures



Title 45 CFR Part 74

Reference Guide

- Standards for financial management systems - 74.21
- Revision of budget and program plans - 74.25
- One time extension - 74.25d(2)(I)
- Property standards - 74.30
- Insurance coverage - 74.31
- Real property - 74.32
- Equipment - 74.34
- Procurement standards - 74.40
- Contract administration - 74.47
- Financial reporting - 74.52
- Retention and access requirements for records - 74.53
- Closeout procedures - 74.71

Revision of Budget and Program Plans Title 45 CFR 74.25

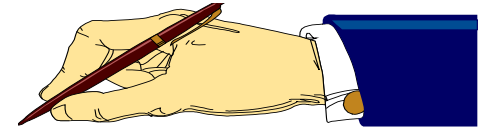
Report any modifications of the budget and program activities as outlined in the original application.

Written prior approval is necessary for:

- **Extension of budget and or project period**
- **Changes in budget**
- **Change in scope of work or objectives** of the project (even if the budget does not change)
- **Change in the Project Director (PD) or Principle Investigator (PI)** or other **key personnel** specified in the grant application
- **Absence for more than 3 months or 25% reduction in time** devoted to the project by the PD, or PI
- **Need for additional Federal Funding or Carry Over**



74.25 - Revision of Budget and Program Plans



No Cost Extensions are not permitted to merely use unobligated balances or change the approved objectives or scope of work.

Extensions may be granted to authorizing recipients to perform one or more of the following:

- Initiate a one time extension of the expiration date up to 12 months (**No Cost Extension**).
- Notify OGM in writing at least **30** days prior to the end of project period.
- A “**letter of justification**” providing us with the time needed for the No Cost Extension **signed by the authorized official** (person who signed 424).
- Awarding agencies may not permit any budget changes in a recipient’s award that caused any FEDERAL APPROPRIATION to be used for purposes other than those consistent with the **original award/purpose** of the authorization and appropriation.



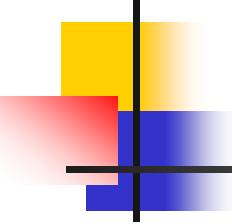
Office of Management and Budget (OMB) Circulars and CFRs

- A 110 - Uniform Administrative Requirements for Grants and other agreements with Institutions of Higher Education, hospitals and other non profit organizations relocated to 2 CFR 215.
- A-87 Cost Principles for State, Local, and Indian Tribal governments – relocated to 2 CFR 225.
- A-122 Cost Principles for non profit organizations – relocated to 2 CFR 230.
- A-133 Audits for States, Local, Governments, and non profit organizations.



2 CFR 230 Cost Principles for Non Profit Organizations

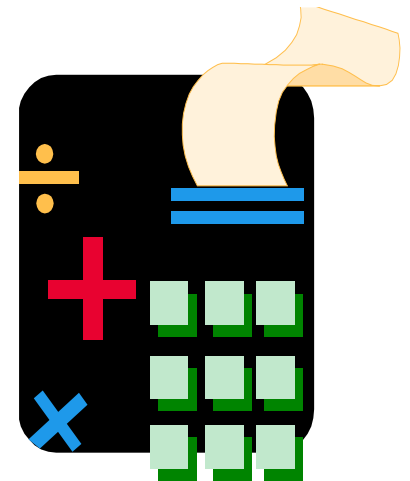
- These principles and guidelines are used by all federal agencies in determining the costs of work preformed by non profit organizations under grants, cooperative agreement and contracts
 - allowable costs
 - allocable
 - reasonable
 - necessary



Audits Information OMB

Circular - A-133

- Non-federal entities that expend **\$500,000 or more** in total Federal Funding in a year shall be audited
- Frequency of audits - Annual basis
- Submission - 9 months after the end of your organization's Fiscal Year
 - **Single Audit Clearinghouse**
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132





Websites

- <http://www.acf.hhs.gov/grants/index.html> (ACF Funding Opportunities website)
- <http://www.hhs.gov/grants/> (HHS Grants website)
- <http://www.grants.gov/> (How to apply)
- <http://dhhs.gov/asfr/ogapa/aboutog/grantsnet.html> (Grants Index of Information)
- <http://www.whitehouse.gov/omb/grants> (OMB Circulars)
- <http://rates.psc.gov/fms/dca/map1.html> (Division of Cost Allocation/Contacts for Indirect Cost Rate)
- <http://www.hhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf> (HHS Grants Policy Statement)



Contacts

The Grants Management Specialists listed below should be contacted on all **financial and non-programmatic** aspects of the Grants. **Please note the phone and email published in the FOAs are to be used for questions specific to the FOA only.**

Roni Brooks (AZ, CO, DE, IA, LA, NJ, OH, OK, SC, SD, UT) 202-401-5283

roni.brooks@acf.hhs.gov

Theresa Hall (AL, AR, IL, IN, MA, MI, MO, NE, PA, VA, VT, WV, WY) 202-401-5402

theresa.hall@acf.hhs.gov

Marc Hill (CT, GA, HI, KY, NH, NM, NV, NY, PR, RI, VI) 202-690-5800

marc.hill@acf.hhs.gov

Bernard Morgan (AK, DC, KS, MD, MS, MT, NC, OR, TX, WI) 202-401-4896

bernard.morgan@acf.hhs.gov

David Lee (FL, WA, MN) 202-401-5461 david.lee@acf.hhs.gov

Patryce Peden (ID, ME, ND) 202-260-6383 patryce.peden@acf.hhs.gov

Anita White (CA, TN) 202-401-4850 anita.white@acf.hhs.gov

GrantSolutions

 GrantSolutions.gov

[\[opre-grantee\]](#) GrantSolutions-4.5.6.2 08/23/2013 [Log Out](#)

Account Management ▾ Funding Opportunity ▾ Applications ▾ Grants ▾ Reports ▾ Online Data Collection ▾ Help/Support ▾

My Grants List

Catholic Charities of Louisville [Show Expired Grants](#)

Grant Number:	90RX0198-02-00	View NGA
Grant Program:	RX - Refugee Health Services - Preventive Health	Grant Notes
Program Office:	Central Office	Send Message
Project Title:	Refugee Preventive Health	History
Award Issue Date: 	08/21/2012	Manage Amendments
Project Period:	08/15/2011 to 08/14/2014	
Budget Period:	08/15/2012 to 08/14/2013	
Total Approved Budget (Federal):	\$150,000	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	
Non Competing Status:	Pending	
Non Competing Due Date:	05/16/2013	



THANK YOU

Q&A regarding OGM and GrantSolutions

